

3 November 1986  
DDA 1844-86

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

FROM:   
Chief, Management Staff, DDA

SUBJECT: Data Processing/Communications Planning Conference

1. The Office of Information Technology (OIT) is hosting its first OIT Joint Data Processing/Communications Operational Planning Conference the week of 17 November. This timing is geared to coincide with the Agency budget cycle -- previous similar sessions had been held in the spring. The intent of this conference is to review existing hardware and systems acquisition plans in light of currently known requirements and budget constraints and to develop an implementation plan for communications systems and equipment for FY-87. The plan will be modified appropriately to attempt to project future acquisitions. The goal will be to develop a combined data processing and communications plan that will enable OIT to fulfill its commitments to its customers through fiscal year 1991.

2. All Directorates, including ours, have been asked to provide their requirements. In order for us to present Directorate requirements at this conference, we need each of you to advise us by COB 14 November of your known and/or projected data terminal needs and any ongoing projects or communications plans that would have an impact on OIT CPU resources. This includes FY-87 requirements as well as any future requirements through FY-91. Fred Kowaleski will be in touch with your staffs, and any questions should be directed to him on secure

3. We realize this may be a tall order on short notice. Now that the DA will be a regular participant in this exercise, we should be able to provide more lead time next round.

cc: Director of Information Technology

131

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ORIG: D/MS/DDA  3Nov86/Doc1874B

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